

**Community Preservation Committee**  
**Meeting Minutes**  
**November 15, 2016**  
7:30 pm

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In attendance were:     Andrew Bengtson  
                                 Clarissa Rowe  
                                 Charles Tirone  
                                 David Levy  
                                 Eric Helmuth  
                                 JoAnn Robinson  
                                 Leslie Mayer  
                                 Mike Cayer  
                                 Richard Murray

Also in attendance:     Jim Feeney, Assistant Town Manager  
                                 Amy Fidalgo, CPAC Administrator

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1. Meeting Opened: Clarissa Rowe opened the meeting at 7:35pm. The minutes of October 16, 2016 and October 27, 2016 were reviewed and minor administrative changes were suggested. Leslie Mayer moved to approve both sets of minutes as amended, Richard Murray seconded. JoAnn Robinson and Eric Helmuth abstained from voting on the minutes of October 27, 2016.
2. CPA Project Invoices: An invoice for the Spy Pond Erosion project will be approved by the Conservation Commission on Thursday night. Clarissa Rowe explained that due to the Municipal Modernization Act, the Committee can vote to have one or two signatures required for the Committee to process an invoice, rather than having the whole Committee sign off on invoices. The Committee discussed what the signature from the CPAC Committee represents; it only is provided after the project applicant reviews the invoice and guarantees the work has been done. Jim Feeney added that he intends to visit sites to get a visual confirmation that work has been performed as expected. Clarissa Rowe recommended that she would act as the main signatory on all invoices, with Eric Helmuth being the alternate. Richard Murray moved to approve Clarissa Rowe as the main signatory on all invoices, with Eric Helmuth being the alternate. Mike Cayer seconded. David Levy noted that the Committee needs to be more precise with applicants about payment expectations, especially those applicants with many different funding sources.
3. Status of CPA Trust Fund Distribution: Jim Feeney and Amy Fidalgo confirmed that the money has not been distributed yet. Eric Helmuth noted that there was not a state budget surplus as originally expected, so the additional 10 million dollars earmarked for the CPA trust fund would not be available. The Committee discussed the variety of communities who approved CPA at the election last week, and how this might influence future funding.
4. Update on Legal Agreements: Clarissa Rowe said that three out of the four agreements are completed. The Historic Preservation Restriction for the Old Schwamb Mill is still being worked on.

5. Formation of Park and Outdoor Maintenance Working Group: Jim Feeney recapped the concern the Committee discussed with applications that are requesting funds to resolve issues of deferred maintenance over the years. He stated that the BOS approved the request to establish a working group for the maintenance of public land. Jim Feeney will go back to the BOS once the representatives have been selected for the working group. JoAnn Robinson said that a historic representative should be part of this group. The Committee thanked Jim Feeney for his efforts in creating this working group.
6. CPA Preliminary Application Updates: The Committee members shared applicants' progress with getting final applications ready for the December 9, 2016 final application deadline.
  - Leslie Mayer summarized the additional information that will be added to the final application submitted by the applicants for the Reservoir.
  - Clarissa Rowe said that the Cemetery Commission will be submitting one application for their two initial requests. Clarissa Rowe, Jim Feeney, Richard Murray, and Andrew Bengtson visited the site with Michele Hassler and cemetery staff. The applicants understand this work will first need to be studied. Andrew Bengtson wrote a memo regarding what is needed and what the Committee is looking for in their final application. Clarissa Rowe said that Arlington Historical Society has had an interest in the burial ground, and she reached out to see if they would be able to advise the Cemetery Commission; they agreed to assist.
  - Chuck Tirone said the Conservation Commission met with the Park and Recreation Commission to discuss the project. The Commission felt that it would be okay to work between the fence and the Pond's edge. Leslie Mayer added that the Park and Recreation Commission is supportive of the work being done on the project.
  - Jim Feeney mentioned that the sculpture was taken out of the application for the Robbins Memorial Town Garden; the Town is going to instead use statue restoration money for this portion of the project.
  - Mike Cayer mentioned that HCA had a hearing in front of the ARB regarding the Downing Square project. Mike Cayer mentioned that the neighbors on Lowell Street and Park Avenue did not seem fine with the Downing Square proposal. Clarissa Rowe added that the Committee should most likely fund 20 Westminster. David Levy agreed.
  - Clarissa Rowe said she discussed Whittemore Park with Jenny Raitt. Jenny Raitt understands that this location is on National Register. JoAnn Robinson said that the garden is in need of help, and this could be suggested as another improvement.
  - Eric Helmuth asked how the Hills Pond Project is being presented in their application; Eric commented that the application was for open space but he believes this to be recreation. The Committee mentioned this application was discussed in depth at the last meeting. Eric Helmuth added that the Committee should look on precedent for similar applications, and see if the DOR has any guidance.
7. CPA Application Review and Consultation Schedule: The Committee discussed consulting with the Finance Committee, the Selectmen, and the Planning Department about potential projects that will be funded in FY18. Mike Cayer added that keeping the Planning Department up to date

with projects is helpful, because Jenny Raitt can let the ARB know about future projects. Eric Helmuth suggested a schedule for presentations in January for the final round applicants; and for the Committee to select projects in February. Mike Cayer suggested that the Committee select the desired projects, talk to the committees they need to consult with, and then make recommendations.

8. CPA Project Signage: Andrew Bengtson presented two options for temporary signs to be placed on CPA worksites while under construction. The Committee discussed that they would make this a requirement of each grant agreement. Leslie Mayer noted that the draft sign references the “citizens” of Arlington; some Town groups do not like to use the term citizen because it implies citizenship. The Committee discussed alternative wording for the signs. Andrew Bengtson suggested adding the URL to the Town webpage for CPA information. Jim Feeney will contact the DPW sign department and see if they can assist with the production of the signs.
9. Adjournment: Clarissa Rowe moved to adjourn at 8:30pm, Richard Murray seconded. All voted in favor.